

Welcome

Dear student,

Welcome to the Faculty of Social and Behavioural Sciences of Leiden University!

Studying at Leiden University will come with many, exciting changes: you will discover a new city and meet new people. And maybe you even moved to another country! At Leiden University you might have to get used to a new, more independent way of studying. Your faculty's staff and students are here to help you. In this booklet you will find practical information about the support and facilities that the Faculty of Social and Behavioural Sciences can offer.

About the Faculty of Social and Behavioural Sciences

Our faculty consists of four institutes: Cultural Anthropology and Development Sociology, Education and Child Studies, Political Science, and Psychology. You will be part of a small, but growing international community within the Faculty, which currently represents more than 55 nationalities.

We wish you all the best in your studies and hope you will have a wonderful time in Leiden.

Hanna Swaab

Dean of the Faculty of Social and Behavioural Sciences



More information about Leiden University

Be sure to read the brochure "Finding your way around Leiden", available from:

<http://media.leidenuniv.nl/legacy/finding-your-way.pdf>

Would you like to know what's going on?

Follow us on Facebook:

- www.facebook.com/fswleiden

And read our weblogs

- www.leidenpsychologyblog.nl
- www.leidenanthropologyblog.nl

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1. Pieter de la Court Building



The Faculty of Social and Behavioural Sciences is based in the Pieter de la Court Building.

Opening hours Pieter de la Court Building

Monday to Thursday: 07.00 - 22.00

Friday: 07.00 - 20.00

The faculty building is not open during the weekends.

The university will be closed on:

25 December 2015 - 1 January 2016 (Christmas Reces)

25 March 2016 (Good Friday)

27 and 28 March 2016 (Easter weekend)

27 April 2016 (King's birthday celebration)

5 and 6 May 2016 (Liberation day/Ascension day and the Friday after)

15 and 16 May 2016 (Whitsun)

For a clear overview of the coming academic year, check out the academic calendar <http://media.leidenuniv.nl/legacy/academische-jaarkalender-2015-2016en.pdf>

Café opening hours

The café is on the ground floor (to the left when you enter the building). Opening hours are:

Monday-Thursday: 08:30 - 19:30

Friday: 08:30 - 15:00

Restaurant (lunch) opening hours:

Monday-Friday 11:45 - 13:45

Toilets

Toilets are located on each floor by the corner staircases. Additional facilities are located across from the restaurant.

2. Study support

Counselling and advice

Study advisers

Your Study Adviser can help you with questions concerning:

- The content and planning of your programme
- Your academic and study skills
- Special arrangements for students with learning disabilities or other personal circumstances
- The rules regarding study delay
- Binding Study Advice (BSA)
- Complaints



Cultural Anthropology and Developmental Sociology

Nina Osterhaus-Simić

Room: 3A17, Phone: + 31(0)71 527 3450

Email: nosterhaus@fsw.leidenuniv.nl



Education and Child Studies:

Exchange students, Master Child and family Studies, Dutch master: Forensische Gezinspedagogiek

Jacquy Bouwer

Room: 4B03, Phone: +31 (0)71 527 4072

Email: jabouwer@fsw.leidenuniv.nl



Education and Child Studies:

Master Educational Studies

Sjanie Koolstra

Room: 4B03, Phone: +31 (0)71 527 4033

Email: koolstraa@fsw.leidenuniv.nl



Education and Child Studies:

Master Learning problems and impairments, Master Applied Neuroscience, Dutch masters: Orthopedagogiek & Kinderen met leer- en gedragsproblemen in het onderwijs

Silvia Richter

Room: 4B03, Phone: +31 (0)71 527 4046

Email: richter@fsw.leidenuniv.nl



Political Science:

Master's students

Alma Caubo

Room: 5B01

Phone: +31 (0)71 527 3944

Email: caubo@fsw.leidenuniv.nl



Political Science:

Exchange students

Daniëlle Lovink

Room: 5B03

Phone: +31 (0)71 527 3990

Email: exchange@fsw.leidenuniv.nl



Psychology

Exchange students

Dieuwerke de Groot

Room: 2C02

Phone: +31(0)71 527 3609

Email: dgroot@fsw.leidenuniv.nl



Psychology

Master's students

Mirthe Haas

Room: 2A55

Phone: +31(0)71 527 4635

Email: mhaas@fsw.leidenuniv.nl

Appointments: via the Student Services Centre,
ssc@fsw.leidenuniv.nl



Psychology:

International Bachelor Psychology (IBP)

Jennifer Martin

Room: 2C04

Phone: +31(0)71 527 6355

Email: j.m.martin@fsw.leidenuniv.nl

Appointments: via the Student Services Centre,
ssc@fsw.leidenuniv.nl

International Student Adviser

As an international student, you may be unfamiliar with Dutch universities and need to be pointed in the right direction when searching for help. The International Student Adviser can help you to find your way around Leiden and its University or refer you to the best contact person. For more information, please contact:

Jantien Delwel

Plexus Student Centre, Kaiserstraat 25

Email: j.delwel@sea.leidenuniv.nl

Phone: +31(0)71 527 3245

Walk-in clinic hours:

Monday	09.30 - 12.00
Tuesday	13.00 - 15.30
Thursday	09.30 - 12.00
Friday	09.30 - 12.00

Psychological counselling

Are you feeling down? Are you dealing with study stress or personal issues you would like to have some help with? The psychological counsellors can help you with issues like these.

Vinanda Kapooria

E-mail: psychologen@sea.leidenuniv.nl

Phone: +31 (0) 71 527 8026

Visit the walk-in clinic of the Student Counselling Service:

Plexus Student Centre, Kaiserstraat 25

Monday-Friday: 11.00 - 12.00

Personal Development: POPCorner & Honours College



POPCorner

The POPCorner can help you with your personal development, finding your way around the university and making the best possible start. The POPcorner offers:

- The 'Smart studying' walk-in clinic for practical study tips
- Workshops on studying effectively, planning and preparing for exams
- Support with preventing and overcoming barriers that keep you from studying successfully
- Study tips from other students
- Individual support to help you have a good start

Contact:

Location: 3C01

Office hours: Mon, Tue and Thu from 09.30 to 16.30. Wed: by appointment.

Phone: +31 (0) 71 527 8846

E-mail: popcorner@fsw.leidenuniv.nl

Website: <http://socialsciences.leiden.edu/students2/guidance/popcorner/>

Honours College

Are you a bachelor's student looking for an additional challenge outside your regular study programme? Ambitious students with a wide field of interest can apply for the Honours College and take on a considerable extra course load. As an Honours College student, you sample a wide range of academic disciplines and meet students from other degree programmes.

Website: www.honourcollege.socialsciences.leiden.edu

Student Services Centre



You can contact the Student Services Centre with regard to practical questions about your studies. The SSC can help you with the following:

- Registration for courses and exams
- Transcript requests
- Questions about petitions
- Questions about your course history in uSis
- Booking an appointment with the Study Adviser during appointment hours
- Information on diplomas and graduation
- Other questions - the SSC is the front office for students, so please don't hesitate to contact us if you're not sure where to go

Contact:

Location: Pieter de la Court Building, Ground floor
Information desk: Mon - Thu: 10.00–14.00. Fri: 10.00–12.00.
Phone: 071-527 7779, Mon - Fri: 10.00–12.00
Email: ssc@fsw.leidenuniv.nl
Website: <http://socialsciences.leiden.edu/students2/guidance/ssc/>

Master Thesis Lab



The Master Thesis Lab is a facility that provides additional support for students writing their master's thesis. It is available to all master's students of the Faculty of Social and Behavioural Sciences. The lab offers various facilities such as statistical advisers, 22 work spaces, a Thesis Lab Assistant, and books. Before you can use the Master Thesis Lab you have to register.

For detailed information, please visit the Master Thesis Lab website:
www.socialsciences.leiden.edu/graduateschool/mtl/

Opening hours

Monday to Thursday: 07.00-22.00

Friday: 07.00-20.00

Thesis Lab Assistant are available for questions and advice:

Monday-Friday 09.00-17.00

Student Career Service

The Student Career Service at the Faculty of Social and Behavioural Sciences can offer advice regarding your study choice, internship preparation and career planning, by offering:

- workshops on career orientation and finding a job
- individual study/career advice
- information about the Dutch job market
- help with writing your CV and letters of motivation

Contact:

Location: 3C04
Office hours: Mon and Thu 09:00 - 16:00, Tue 09:00 - 13:00,
Wed: 09:00 - 17:00, Fri: 09:00 - 12:00
Walk-in clinic: Wed and Thu: 11.00 - 12.00
Phone: +31(0)71-5278025
E-mail: loopbaanservice@sea.leidenuniv.nl
Website: <http://students.leiden.edu/career/>



Student Career Service: Francien Bouhuijs, Lieneke Gijsbers and Simone Keijsers

3. Would you like to get involved?

Student representatives



Representing you:

The Assessor is the student member of the Faculty Board

Do you have suggestions regarding your programme or the facilities in the Faculty? Contact the Assessor, who represents student's interests on the Faculty Board.

Pepijn Knops can be reached at:
assessor@fsw.leidenuniv.nl

Become an active student!

As an active student you can get involved in the quality of your education. You will gain practical work experience, which can help you in your future career.

Would you like to represent other students when your programme is being evaluated, or when decisions about the course content and faculty regulations are being made? Would you like to organise study-related activities for your fellow students? If so, there are several committees, boards and associations that you could join.

For more information, please contact Pepijn Knops: assessor@fsw.leidenuniv.nl

Study associations

Each institute has a 'club' for students to join. Study associations are intended for all students from a particular discipline and are responsible for organising activities, such as lectures, seminars, and excursions. These activities are mostly course-related and are a nice way to meet fellow students. On top of that, members often receive reductions on study materials. The study associations sell books for bachelor's and master's students, usually at the beginning of each term. All study associations are situated in the basement of the Faculty building.

Cultural Anthropology & Developmental Sociology

Itiwana

Location: SB07

Phone: +31 (0)71 527 4025

E-mail: itiwana@fsw.leidenuniv.nl



Education and Child Studies

Emile

Location: SB05

Phone: +31 (0)71 527 3685

E-mail: emile@fsw.leidenuniv.nl



Political Science

SPIL

Location: SB09

Phone: +31 (0)71 527 3872

E-mail: spil@fsw.leidenuniv.nl



Psychology

Labyrint

Location: SA55

Phone: +31 (0)71 527 3618

E-mail: labyrint@fsw.leidenuniv.nl



4. Finding your way around your faculty

Library



The Faculty Library is located on the ground floor of the Pieter de la Court building. There are 144 study places, of which 26 have computers: 16 in the PC area next to the main desk and 10 in separate workplaces to the right of the entrance.

In order to get a library subscription and to borrow books, you will need a student ID card (LU Card). See page 15 of this booklet.

The collection of the Social and Behavioural Science Library consists of the following sections (with location code):

Cultural Anthropology (CULTAN)
Methods & Statistics (FSW M&T)
Educational Science (PEDAG)
Political Science and Public Administration (POLWET)
Psychology (PSYCHO)
Sociology (SOCIOL)
Women's Studies (VENA)

Opening hours:	Monday to Thursday: 09.00 - 20.00, Friday: 09.00 - 17.00
E-mail:	fsw@library.leidenuniv.nl
Phone:	+31 (0)71 527 3975
Website:	www.library.leiden.edu/social-behavioural-sciences

Service desk




At the service desk you can:

- Book lecture rooms (if necessary with audio-visual and ICT equipment), for instance when you need to discuss an assignment with your fellow students
- Purchase office supplies
- Borrow cameras and voice recorders
- Report problems with printers
- Report problems with your Student ID Card

Location:	Desk on 1st floor
Opening hours:	Monday - Friday: 09.00 - 17.00
E-mail:	servicedesk@fsw.leidenuniv.nl
Phone:	+31 (0)71 527 8989

Readers

In many courses readers are used, consisting of copies of relevant journal articles or book chapters. Readers can be bought from the Leiden University ordersite: www.readersonline.leidenuniv.nl. For English, press  on the top right corner of the website.

Lockers

Lockers are located near SC01 (the lecture room in the basement), and on the first floor, near room 1A20.

Audiovisual Services

At the Audiovisual Service you can borrow cameras, audio equipment, beamers, and all other kinds of audiovisual equipment.

E-mail: avdienst@fsw.leidenuniv.nl
Location: 1B11
Opening hours: Monday to Friday 09.00 – 17.00

Student ID Card / LU-Card

All students enrolled at Leiden University are required to have a Leiden University student ID card (called 'LU-Card'), which will give access to all university facilities, including all university libraries and printers. Please note that students must present their Leiden University student ID card at all examinations.

How do I get a LU-Card?

- Visit Plexus Student Centre on Kaiserstraat 25.
- Visit: www.services-facilities.leiden.edu/lu-card to get the card online.

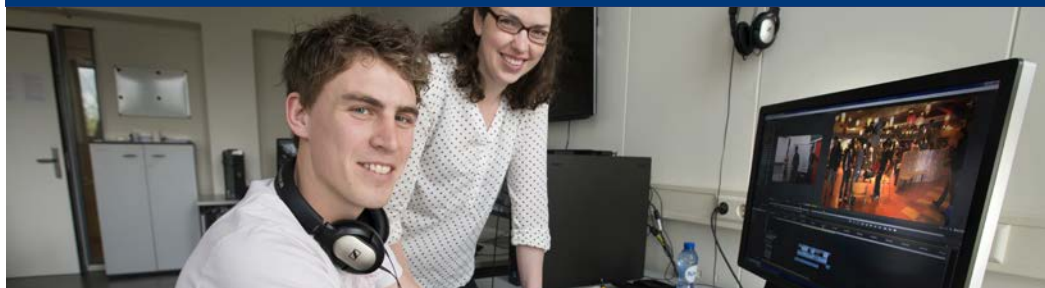
Different locations

Leiden University's buildings are spread throughout the city of Leiden. Some of your classes might take place outside your faculty building. Check out this website if you need help finding your way to one of them:

www.visitors.leiden.edu/info/nocampus.html

5. ICT

Computer facilities



Student PCs are available in the basement, on floors 1 through 4 across from the stairs, and in the following rooms 1A26, 1A28, 1A30, 1A32, 1A46, 2B04. Some of the computer rooms may be temporarily unavailable when in use for courses. The computer room in the basement is always accessible to students. Laptop connections and a wireless network are available at several locations in the basement and in the library. In addition, students can use computer facilities at other faculties and at the University Library, Witte Singel 27, or at the Plexus student centre, Kaiserstraat 25.

The applications on student computers, such as uMail, can all be trusted. All the computers, available to students free of charge, have CD-ROM/USB-key facilities, bibliographic systems as well as the following programs: Microsoft Office, Microsoft Internet Explorer, SPSS and many more. For each student 100 MB personal disk space is available. Several photocopier/printers are available for printing, please see 'Copy and print'. Several scanners, plus photo/movie editing software are available in Studio I in 1B02; movie editing software is also available in Studio II in 1B13.

Computer helpdesk (ISSC)

The ISSC computer helpdesk provides help with ULCN-accounts and problems with hardware and/or software in the computer rooms.

Location:	First floor (next to the Servicedesk)
Opening hours:	Monday to Friday: 09.00 – 17.00

Copy and print

Printer locations

Photocopier/printers available to students are located all around the Pieter de la Court building:

- 1st floor, nearby the Service Desk
- 1st floor, nearby 1A32
- Nearby SA17
- Library
- 6th floor, nearby 6.C51 (Master Thesis Lab)

How to print

1. Get yourself a LU-Card (see: page 15)
2. Top up your balance via the PinPoint in the central hall or online via <http://webprint.leidenuniv.nl>.
3. Select the printer 'LU Card Printer' and print your document.
4. Go to any printer in the building and scan your LU-Card. Now you can print your document.

Advanced printing

For more advanced printing, for instance binding your thesis, you can visit the Copy & Print Shop on the first floor, to the left of the Service Desk.

Email address: printshop@fsw.leidenuniv.nl

Opening hours: Monday to Friday 08.30 – 17.00

ULCN account

All students enrolled at Leiden University are given a ULCN-account (ULCN = Universiteit Leiden Community Network). With this account students have access to PCs, uMail, Blackboard, the digital library and catalogue (uLip), and can register for courses and exams via uSis. Your Leiden University e-mail address (uMail) will be used by lecturers and others to contact you. For that reason, it is very important to check your uMail messages regularly! It is possible - and recommended - to forward your uMail to your regular private e-mail address.

For more information about ULCN, uMail, uSis, and mail-forwarding, please visit www.services-facilities.leiden.edu/ulcn.

USis

Via uSis students can:

- enroll and unenroll for courses;
- enroll and unenroll for tutorials/seminars;
- enroll and unenroll for examinations;
- retrieve examination results;
- change their contact information.

When you retrieve your examination results, both your grade and credit points are shown, and any results you have obtained elsewhere if they have been passed on to your institute.

You can find uSis on the homepage of the Faculty of Social and Behavioural Sciences, on the right of the page: <http://socialsciences.leiden.edu/>. Click the uSis button and login with your ULCN account and personal password.

If you have any questions about the use of uSis, you can find FAQ's and video tutorials on <http://media.leidenuniv.nl/legacy/usis-faq-en.pdf>. If you still have questions you can contact the uSis Helpdesk website: www.usishelp-en.leidenuniv.nl/data/toc.html.

Blackboard

Most courses at the faculty are supported by Blackboard, an interactive electronic learning environment. Through Blackboard you can access news messages, retrieve study material, and hand in assignments, over the internet. You will need to visit Blackboard on a regular basis to be sure to have the latest information. Lecturers will assume that all students read the information provided on Blackboard.

Log in


The home page for Blackboard is: <http://blackboard.leidenuniv.nl>. On this page you will find course information (partly in Dutch), but most important to you is the login button. Please log in with your ULCN-account and personal password. On the right you will see the column **My Courses**. These are the courses to which you have access. For most courses you can enrol yourself online. However, some courses demand prerequisites which you may not have. Some courses may not be visible because they are not open for enrolment yet. In that case you are advised to try again later. You can also download the Blackboard app on your phone.

Enrolment

Go to **Courses** → **Course Catalog** → **Faculteit der Sociale Wetenschappen** → **the institute in which you are taking your courses**. Table 1 contains translations of the institute names.

Table 1

Culturele Antropologie en Ontwikkelingssociologie	Cultural Anthropology and Development Sociology
Pedagogische wetenschappen	Education and Child Studies
Politieke wetenschap	Political Science
Psychologie	Psychology

Click on  and enrol in the desired course. The next time you log in, the course will appear in the list **Courses in which you are enrolled** (see: **My Institution** → **My Courses**).

On the home page you can find a link to a user manual in English (*handleiding* in Dutch). If you still have questions concerning Blackboard, please contact the ICT & Education Lab.

E-mail: icto@fsw.leidenuniv.nl

Location: 1B11

Please note: Enrolling for courses in Blackboard does NOT constitute official registration! You always have to register for a course via uSis.

Wifi

Would you like to access internet on your mobile phone or laptop? Leiden University offers two networks to choose from:

- **Leiden University Wireless Network (LUWA)**. Access via your Leiden University account (called 'ULCN-account').
- **Eduroam**. Eduroam offers more security than LUWA. Once you have installed Eduroam, your devices will be able to automatically connect whenever you are in a Leiden University building. Before you can use Eduroam on your laptop, you will need to install software. On your phone, you will need to download a so called 'Config File'. For more information, check out:
<http://issc.leiden.edu/ict-students/wireless-access/wireless-access-manuals.html>

To enable access to the wireless network laptops must be equipped with an up-to-date virus scanner.

6. Education

European credit transfer system

ECTS, the European Credit Transfer System, was developed by the European Commission in order to guarantee academic recognition of studies abroad. European credits are a value allocated to course units to describe the workload required to complete a course. They reflect the quantity of work each course requires in relation to the total quantity of work required to complete a full year of academic study: lectures, practical work, seminars, individual study time and examinations or other assessment activities. The workload of one year of study is 60 credits; 1 credit reflects 28 hours of study. Credits are awarded only when the course and all required examinations have been completed successfully.

Classes

There are two important ways in which course material is presented: via lectures, and via seminars or tutorials. Particularly in tutorials and seminars, active participation is expected from all students. In addition to the 'contact hours', you are expected to spend time on 'self-study' (reading books and articles; writing papers and preparing oral presentations).

Course Level Indication

Courses at Leiden University have been categorised in such a way that each category indicates the level of the course. For each subsequent year of a particular programme, course levels are increased to ensure students achieve the progress they need in order to reach the academic standards required for graduation.

Descriptions of course levels

Level 100	First year bachelor's course; general introduction
Level 200	First or second year bachelor's course with an introductory character
Level 300	Second or third year bachelor's course; intended for advanced students
Level 400	Third year bachelor's or first year master's course; specialised course
Level 500	Theoretically oriented course
Level 600	Very advanced academic/theoretical course



Grading system

Within the Dutch grading system, courses are graded on a scale from 1 to 10. The formal designation of the grades is as follows:

10: Excellent (flawless; 100%)

9: Very good

8: Good

7: Satisfactory

6: Pass

5 (or lower): Fail

The lowest pass grade is 6, while grades 9 and 10 are rarely given. It is good to know that in the Dutch system teachers never give grades on the basis of a normative curve and competition plays little or no role.

Examinations

Registration

Students themselves are responsible for registering for exams. You can register via uSis from 100 up to ten days before the exam date. After this deadline, registration is no longer possible.

ID during exams

All students must present their Leiden University student ID card at any examination. Examination papers that do not contain the student's ID card number are invalid and will not be graded.

Duration

The duration of a written examination is normally two or three hours. An oral exam will in general take a minimum of thirty minutes.

Results

Examination results are published via uSis.

Examination dates

For a clear overview of this academic year, check out the academic calendar:

<http://media.leidenuniv.nl/legacy/academische-jaarkalender-2015-2016en.pdf>

It is not possible to deviate from the set schedule for examinations and/or resits.

Students should take the examination dates into account when planning their journey back home.

Note that examinations can be held even on the last day before a holiday. With a few exceptions, it is also possible to have the exam sent to your home university. Please contact your International Student Adviser for details.

Course and Examination Regulations

The Boards of Examiners are responsible for the effective organisation of the tests and examinations, and Course and Examination Regulations (*OER*). Note that, for example, taking information from the internet without mentioning the source may be considered plagiarism. Handing in identical or similar papers for different courses is not allowed either. In some cases this may result in being excluded from all courses for a full year.

You can contact the Board if you have any complaints about examiners or regarding how the Course and Examination Regulations apply to your programme. In addition, you can make requests for exceptions to the *OER*. For example, if you have a documented learning disability such as dyslexia, you can request more time to complete an examination. Furthermore, you can make a request for an exception to your set educational programme.

English language proficiency

While proficiency in English is required for admission to the bachelor's, master's and PhD programmes in English, there is also the opportunity to take extra (intensive) language courses in English at the Academic Language Centre at Leiden University to further improve your language skills. Please see the website: www.hum.leiden.edu/languagecentre/.

Notes

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.